

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1110.77L

4/4/97

SUBJ: RTCA, INC. (UTILIZED AS AN ADVISORY COMMITTEE)

1. **PURPOSE.** This order renews and constitutes the charter for the utilization of RTCA, Inc., and some of its components (Technical Management and Special Committees), as far as so utilized by the Federal Aviation Administration (FAA) and the other Government agencies that are members of RTCA, as an Advisory Committee within the meaning of Section 3 (2) (C) of the Federal Advisory Committee Act, 5 U.S.C., Appendix I, Public Law 92-463 (the Act).
2. **DISTRIBUTION.** This order is distributed to the director level in Washington and the Technical Center.
3. **CANCELLATION.** Order 1110.77K, RTCA Inc., (Utilized as an Advisory Committee), dated April 7, 1995, is canceled.
4. **BACKGROUND.**
 - a. RTCA was organized in June 1935 on the initiative of the Department of Commerce and by mutual agreement of interested Government and non-Government organizations and membership groups. The original objective was to ensure efficient coordination of research efforts in the technical development of aeronautical radio aids.
 - b. From 1942 until 1991, RTCA continued to function in the form of an unincorporated association of Government agencies and industry associations active in aeronautics. The Radio Technical Commission for Aeronautics was incorporated on November 14, 1991, at which time its name was changed to RTCA, Inc. The objectives of the organization and use of the Technical Management Committee and Special Committees as Federal advisory committees remain unchanged. The current membership comprises over 194 Government agencies, industry associations, companies, and corporations. Through this membership, RTCA seeks solutions to problems involving the application of electronics, computers, and telecommunications to aeronautical operations.
 - c. RTCA is incorporated under the New York Non-Profit Corporation Law and is qualified to do business in the District of Columbia. Its status as a tax-exempt organization is recognized by the Internal Revenue Service and the Government of the District of Columbia.
5. **SCOPE.** This order describes the extent and manner of utilization of RTCA as an advisory committee under the sponsorship of FAA. It does not describe the details of FAA's relationship to RTCA in other respects.
6. **CONSENT AND COMPLIANCE.** RTCA has consented to its "utilization" as an advisory committee as described in this order and, with respect to activities covered by the Act, has pledged compliance with all requirements as prescribed in Order 1110.30B, Committee Management.

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7. OBJECTIVES AND SCOPE OF ACTIVITIES. The objective of the advisory committee is to seek solutions to problems involving the application of technology (e.g., electronics, computers, and telecommunications) to aeronautical operations that impact the future air traffic management system.

a. To achieve this, specific objectives include but are not limited to:

(1) coalesce aviation system user and provider technical requirements in a manner that helps Government and industry meet their mutual objectives and responsibilities;

(2) analyze and recommend solutions to the system technical issues that aviation faces as it continues to pursue increased safety, system capacity, and efficiency;

(3) develop consensus on the application of pertinent technology to fulfill user and provider requirements, including development of minimum operational performance standards for electronic systems and equipment that support aviation; and

(4) assist in developing the appropriate technical material upon which positions for International Civil Aviation Organization, International Telecommunications Union, and other appropriate international organizations can be based.

b. The solutions are frequently in the nature of recommended minimum operational performance standards and technical guidance documents which are acceptable to Government, industry, and users. Standards ensure equivalent performance of the same generic equipment built by different manufacturers. RTCA standards are generally referenced or used (with or without modification) in Government regulatory and procurement activities.

8. ORGANIZATION. RTCA, Inc., is comprised of a general membership, a chairman, a board of directors, a Technical Management Committee, and a president.

a. The membership comprises over 194 Government agencies and industry organizations. There are eight Government agencies: the Departments of Commerce, Army, Navy, and the Air Force; the FAA, the Volpe National Transportation Systems Center, and the U.S. Coast Guard of the Department of Transportation; and the National Aeronautics and Space Administration (NASA). Private sector members include Aeronautical Radio, Incorporated (ARINC); Air Line Pilots Association (ALPA); Air Transport Association of America (ATA); Aircraft Owners and Pilots Association (AOPA); Airports Council International - North America; General Aviation Manufacturers Association (GAMA); National Business Aircraft Association (NBAA); and many domestic and international companies and organizations.

b. The Technical Management Committee, using Special Committees, Task Forces, and/or Steering Committees, administers the vast majority of the Federal advisory committee-related business of RTCA. The Technical Management Committee establishes Special Committees (and other task forces or steering committees as required) in response to an identified need by Government and industry. It defines the terms of reference for the Special Committees; approves the chairperson; reviews reports; and, as appropriate, approves, modifies, sends back for additional work, or disapproves these reports.

c. Special Committees are the principal means for RTCA to accomplish its mission. Membership on Special Committees is open to all representatives of the aviation committee. Special Committees established to consider matters of a recurring nature are of indefinite duration, whereas a Special Committee established to consider a nonrecurring matter expires when its task is completed.

9. ADMINISTRATION.

a. The Associate Administrator for Research and Acquisitions, the Associate Administrator for Air Traffic Services, and the Associate Administrator for Regulation and Certification are the FAA representatives to RTCA, with the Director of System Architecture and Investment Analysis providing support for administrative management as required. The Associate Administrator for Research and Acquisitions serves as the Designated Federal Official for general RTCA advisory committee business; this is redelegated to a Federal employee for the various Special Committee tasks.

b. Representatives of non-Government RTCA member organizations shall serve on components utilized as advisory committees without Government compensation. Members serve in a representative capacity. The employing organization bears all costs related to its participation on such RTCA components.

c. The Technical Management Committee meets 6 to 10 times per year, as required, to discharge its responsibilities. Special committees meet as required by their workload. Technical Management Committee and Special Committee meetings shall comply with all applicable provisions of the Act, including the following:

(1) A meeting shall not be held except at the call of, or the advance approval of, a designated Federal employee who also approves the agenda which lists the matters to be considered at the meeting. The designated Federal employee will be a full-time Government employee and will be designated by the sponsor or one of his/her designated alternates.

(2) A meeting shall not be conducted in the absence of a designated Federal employee, who shall be authorized to adjourn any advisory committee meeting when he or she determines adjournment to be in the public interest.

(3) Minutes shall be kept of each committee meeting. The minutes shall include the time and place of the meeting; a list of committee members, RTCA staff, and agency employees present; a complete summary of matters discussed and conclusions reached; copies of all reports received, issued, or approved by the committee; a description of the extent to which the meeting was open to the public; and a description of public participation, including a list of names of the public who presented oral or written statements and an estimated number of members of the public who attended the meeting. The accuracy of the minutes shall be certified by the committee chairperson.

(4) Committee meetings shall be open to the public and a notice shall be published in the Federal Register at least 15 days before each meeting, except in emergency situations. The notice should include the name of the advisory committee, the time, place, purpose of the meeting (including, where appropriate, a summary of the agenda), and information that the meeting will be open to the public. Other forms of notice, such as press releases, are to be used to the extent practicable.

d. On an annual basis, RTCA shall provide information to FAA on committee activities, including, but not limited to: the number of meetings of each committee; the total number of meetings; meeting attendance (including a breakdown of meeting days) for FAA, other Government, and non-Government participants; the number of members added or dropped; the name, address, title, and organizational affiliation of each committee participant; report titles and dates; and dates of all meetings.

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e. This order complies with the requirements in section 9 (C) of the Act for charters for the Technical Management Committee, the Special Committees, or other Task Forces or Steering Committees. Appendix 1, RTCA Special Committees, lists the current Special Committees. Assignment to an existing Special Committee of a new problem within its topical responsibility does not require a new charter action. However, all requirements of section 10 of the Act and implementing regulations shall be complied with in the conduct of Special and Technical Management Committee meetings covered by the Act.

10. PUBLIC PARTICIPATION. Each committee meeting shall be open to the public and interested persons shall be permitted to attend and appear before the committee subject to reasonable limitations of space and time. Meetings may be closed to the public only as authorized by section 10(d) of the Federal Advisory Committee Act (5 U.S.C., appendix 1), as amended, and applicable regulations. Interested persons may file written statements with the committee at any time.

11. AVAILABILITY OF RECORDS. Subject to the conditions of the Freedom of Information Act, 5 U.S.C. 552 (b), records, reports, transcripts, minutes, and other documents that are made available to, or prepared for or by, components of RTCA utilized as an advisory committee shall be available for public inspection and copying (or purchase) at RTCA, Inc., 1140 Connecticut Avenue, NW., Suite 1020, Washington, DC 20036. If so requested, copies will be furnished to the public in accordance with the fee schedule published in part 7 of Title 49, Code of Federal Regulations.

12. PUBLIC INTEREST. Continued utilization of RTCA and its components as an advisory committee(s) by FAA is determined to be in the public interest in connection with the performance of duties imposed on FAA by law.

13. ESTIMATED COST. The estimated average annual cost of FAA participation in the advisory committee activities of RTCA is \$300,000 (including pro rata share of salaries of DOT employees). FAA sponsorship of RTCA, utilized as an advisory committee, is estimated to require approximately .2 employee years for administrative support.

14. EFFECTIVE DATE AND DURATION. Renewal of the charter of RTCA and its components, listed in appendix 1, is effective March 13, 1997, which is the filing date of the charter. The utilization of RTCA as an advisory committee will continue until March 13, 1999, unless sooner terminated or renewed by appropriate authority. The charter incorporated in this order may be terminated by FAA if RTCA disbands; if the use of RTCA components by FAA ceases; if RTCA operations as covered by the Act do not comply with the Act or implementing regulations, and RTCA cannot, or will not, achieve compliance; if RTCA refuses membership to a qualified applicant; or if FAA determines that, as to important aspects of its operations, RTCA's role as an advisory committee cannot be maintained. FAA will give as much advance notice as possible of such action to RTCA and all participants. Such action by FAA would not prevent another Government agency from chartering RTCA under the Federal Advisory Committee Act.


Barry L. Valentine
Acting Administrator

APPENDIX 1. RTCA Special Committees

Paragraph 9e contains information on the Special Committees. This appendix lists the committees as of October 1996.

SC-135	Environmental Testing
SC-147	Traffic Alert & Collision Avoidance System (TCAS)
SC-159	Global Positioning System (GPS)
SC-162	Open Systems Interconnection (OSI)
SC-165	MOPS for Aeronautical Mobile Satellite Service (AMSS)
SC-169	Data Link
SC-172	VHF Air-Ground Communication
SC-176	Loran-C
SC-177	Portable Electronic Devices (PEDs)
SC-180	Airborne Electronic Hardware
SC-181	Navigation Standards
SC-182	Avionics Computer Resource (ACR)
SC-184	Minimum Performance and Installation Standards For Runway Guard Lights
SC-185	Aeronautical Spectrum Planning Issues
SC-186	Automatic Dependent Surveillance-Broadcast (ADS-B)
SC-187	Mode S Airborne Beacon and Data Link System
SC-188	High Frequency Data Link (HFDL)
SC-189	FANS System Requirements and Objectives (FANS SR&O)
SC-190	Application Guidelines for RTCA/ DO-178B (Software)

